

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

17

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 06/28/2012		2. CONTRACT NO. (If any) EP-W-11-016		6. SHIP TO: a. NAME OF CONSIGNEE STEVEN PETERSON	
3. ORDER NO. 0006		4. REQUISITION/REFERENCE NO. PR-R5-12-00504			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 77 West Jackson Boulevard 312-353-1422 peterson.steven@Epa.gov	
				c. CITY Chicago	e. ZIP CODE 60604-3507
7. TO: HEATHER TEED				f. SHIP VIA	
a. NAME OF CONTRACTOR BOOZ-ALLEN & HAMILTON, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
c. STREET ADDRESS 8283 GREENSBORO DRIVE				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY McLean		e. STATE VA	f. ZIP CODE 22102		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Reconstruct Originating Office	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
16. DISCOUNT TERMS					

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) TOPO: STEVEN PETERSON  Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$2,140,885.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$2,140,885.00
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711				17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)  
Bradley Austin  
TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 06/28/2012	CONTRACT NO. EP-W-11-016	ORDER NO. 0006
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Accounting Info: 12-T-05F-501EC7-2505-0500GE00-C001-1205SKX50 4-001 BFY: 12 Fund: T Budget Org: 05F Program (PRC): 501EC7 Budget (BOC): 2505 Job #: 0500GE00 Cost: C001 DCN - Line ID: 1205SKX504-001 Period of Performance: 07/01/2012 to 06/30/2016					
0001	BASE PERIOD (FA1-041) for Information Management Support Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form Incrementally Funded Amount: \$200,000.00  Period of Performance: 07/01/2012 to 06/30/2013				584,306.00	
0002	OPTION PERIOD 1 (FA1-041) for Information Management Support Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form 06/01/2013 Period of Performance: 07/01/2013 to 06/30/2014				587,800.00	
0003	OPTION PERIOD 2 (FA1-041) for Information Management Support Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form 06/01/2014 Period of Performance: 07/01/2014 to 06/30/2015 Continued ...				599,346.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$1,771,452.00

# ORDER FOR SUPPLIES OR SERVICES

## SCHEDULE - CONTINUATION

PAGE NO  
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 06/28/2012	CONTRACT NO. EP-W-11-016	ORDER NO. 0006
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0004	<p>OPTION PERIOD 3 (FA1-041) for Information Management Support</p> <p>Award Type: Cost-plus-fixed-fee</p> <p>Total Estimated Cost: (b)(4)</p> <p>Fixed Fee: (b)(4)</p> <p>Term Form</p> <p>06/01/2015</p> <p>Period of Performance: 07/01/2015 to 06/30/2016</p> <p>The obligated amount of award: \$200,000.00.</p> <p>The total for this award is</p>				369,433.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$369,433.00

**1. The Limitation of Funds clause has been modified as follows:**

<u>Ceiling</u>	<u>Prior</u>	<u>This Mod</u>	<u>New</u>
Estimated Cost	\$0.00	\$ (b)(4)	
Fixed Fee	\$0.00	\$ (b)(4)	
Cost Plus Fixed Fee	\$0.00	\$ 966,094.00	\$ 966,094.00

<u>Funded</u>	<u>Prior</u>	<u>This Mod</u>	<u>New</u>
Estimated Cost	\$0.00	\$ (b)(4)	
Fixed Fee	\$0.00	\$ (b)(4)	
Cost Plus Fixed Fee	\$0.00	\$ 750,000.00	\$ 750,000.00

**Base Period**

- (a) Pursuant to the Limitation of funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funds in the amount of (b)(4) are provided to cover the corresponding increment of fee.
- (b) The provisions of the clause entitled "Limitation of Funds" shall become inapplicable at such time as an amount equal to the sum of the estimated cost and fees, set forth elsewhere in this task order, is allotted to this contract and the clause entitled "Limitation of Cost" shall then be applicable to this order."

3. Pursuant to the clause in this contract entitled "Limitation of Funds," funds have been allotted for the payment of allowable costs and fees estimated to be incurred for the task order period ending April 31, 2013. The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this task order in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the task order by the Government. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.
4. The Contractor is to perform in accordance with the TORFP (previously numbered #FA1-042) and their Task Order proposal.



## **Region 5 Superfund Division Information Management Support**

### **1.0 STATEMENT OF OBJECTIVES**

#### **1.1 Overview**

The primary mission of the Superfund Division (SFD) is to protect human health and the environment through the remediation and removal of hazardous substances. The SFD division was established in response to the Comprehensive Environmental Response Compensation and Liability Act of 1980 (CERCLA). CERCLA provides authority to respond directly to releases or threatened releases of hazardous substances that may endanger public health or the environment.

The SFD at Region 5 operates under dynamic conditions. Specifically, priorities often change as certain hazardous waste sites and projects become more critical than others. As a result, the support team (including the contractor) is often tasked with activities which are in response to new, immediate concerns, as opposed to routine activities. In essence, the program must direct its attention to the tasks which are most critical at any given time.

The information management and information technology requirements of the SFD are extensive and complex in scope and detail, and continue to change and increase over time. They can fluctuate in response to congressional mandates, executive branch and administrative initiatives, as well as changing local priorities. Most of the requirements come from the nature of the program itself. Superfund is a regulatory program that implements risk-based decisions with advanced technology, has high local impact, significant public involvement and widespread potential liability. Up-to-date information is needed on site plans and accomplishments in order to: make strategic decisions; evaluate and report progress; take any corrective actions needed; and plan the financial needs on a site-specific basis for the current year and out-years.

Information security is paramount. While most Superfund records are open to public review, certain enforcement records remain confidential until action is taken. Similarly, documents that support agency decisions before they have been finalized are traditionally exempt from disclosure. A small amount of Superfund data is protected by the Privacy Act or as proprietary (i.e., confidential business information). Nevertheless, all data shall remain intact, uncorrupted and free from unauthorized disclosure.

The purpose of this task order will be to support the information management, information technology (IT), and other requirements within the Superfund Division (SFD), U.S. EPA, Region 5.

## **1.2 Objectives**

This section states the performance-based objectives relating to this specific task.

- 1) Provide information management support for the demanding data needs of the Superfund program.
- 2) Provide information technology support so that existing databases and workflow tools can be maintained, updated, or replaced as needed to support the Superfund program.
- 3) Provide strategic support regarding organizational structure and business processes in support of strategic plans and priorities for the SFD.

The support required under this task order will involve the following areas: Enforcement Program support; CERCLIS/SEMS Program Support; Financial Program support; Special Accounts Program support; and Program Analysis/Strategic Planning Support.

## **1.3 Requirements**

This section defines the requirements of this task order, including tasks (or subtasks) to be performed and deliverables or services to be provided to meet the Task Order's Objectives. The contractor shall address these requirements in the Technical Approach section of their proposal.

### **Task 1 - Task Order Project Management**

The Contractor shall provide a single point of contact for the management of tasks and sub-tasks under this task order. That person shall be known as the Contractor's Project Manager or PM. The PM shall report on all aspects of work associated with this task order to the designated Task Order Project Officer (TOPO) or designated Alternate (ATOPO) in the absence of the TOPO.

#### **Kickoff Meeting**

The Contractor shall prepare an agenda and related materials (i.e. PowerPoint slides, discussion materials)), schedule, and participate in a kickoff meeting with EPA representatives at the EPA SFD Region 5 office (77 West Jackson Boulevard, Chicago IL 60604). The meeting shall occur within 5 days from the date of award.

#### **Conference Attendance**

In support of SFD Region 5, the Contractor may be required to attend the following conferences:

- Information Management Coordinators/Budget Coordinators Conference to discuss CERCLIS/SEMS data requirements, database problems, report issues, and budget issues
- ReportLink Conference to discuss user comments, suggestions and ease of use
- Special Account National Meetings to discuss issues around Special Accounts

Unless otherwise noted, EPA expects only one Contractor employee to attend these conferences, or other conferences as identified, if needed and directed by the TOPO. The Contractor shall be expected to attend no more than three (3) conferences per year. The conferences are generally held in Washington D.C. or one of the 10 regional cities.

### **Project Status Meetings**

The Contractor shall provide in-person project updates in a location that is mutually accessible by the EPA TOPO and the Contractor. Every other month, or as requested by the EPA TOPO, the Contractor shall initiate and lead a meeting with the EPA TOPO and program representatives to discuss the task order's progress, including recent accomplishments, next steps, and timeframes for each active project. Specifically, those projects that were shifted from the base year to subsequent option years will be addressed.

### **Project Plans**

The Contractor shall develop a Generic Work Plan which establishes a mechanism for adequately addressing the Region's need for effective programmatic and fiscal control. The Work Plan shall be flexible and simple enough to adapt to the program's requirements. Specifically, the plan shall contain a high-level overview of tasks and the associated level of effort; and be flexible enough to incorporate additional project activities as the need arises. The Contractor shall provide the initial version of the Generic Work Plan (via soft-copy) to the EPA TOPO no later than fifteen (15) days from Performance Start Date. The Contractor shall update the Generic Work Plan as needed.

In addition to the Generic Work Plan, the Contractor shall develop Project Plans for specific higher-intensity projects, as necessary. The Project Plans, when requested, shall be coordinated with and approved by the EPA TOPO before work is initiated. The Project Plan shall contain, at a minimum, the following elements:

- Project Description Summary Project Tasks
- Project Deliverables (if applicable)
- Project Schedule (including deliverables as critical milestones), from planning through implementation
- Task-associated Work Breakdown Structure (WBS), identifying labor categories, estimated hours and cost

- Cost Plan, updated monthly, providing the following information:
  - Budgeted Cost
  - Actual Cost
  - Deviation
  - Cumulative Cost
  - Expected Cost at Completion

The Contractor shall submit the final version of the specific Project Plan upon initiation of the effort and subsequently update the plan as needed.

The Contractor shall provide all Project Plans (both Generic Work Plan as well as individual project efforts) as attachments to the Monthly Status Report. There shall be no deviation from any Project Plan unless directed and agreed to by the EPA TOPO. In the event that deviations are necessary, the Contractor shall provide the EPA TOPO with a written justification for the deviation.

### **Transition Plan**

The Contractor shall develop a Transition Plan which describes how they will provide a seamless (i.e., business as usual with no interruptions) transition from the previous Contractor (incumbent) that will not impact EPA SFD Region 5 operations. The scheduled transition period shall be one (1) month or thirty (30) calendar days. In addition, the Transition Plan shall describe the Contractor's methods for transitioning-out at the end of the Task Order. The transition-out plan is due ninety (90) days before the end of the Task Order. For both transition-in and transition-out phases, the plan shall address, at a minimum, the following areas for the Task Order:

- Personnel transition
- Methods for transfer of database and workflow tool knowledge
- Methods for transfer of database and workflow tool documentation

### **Monthly Status Report / Financial Status Report**

The Contractor shall provide a Monthly Status Report to the EPA TOPO which summarizes the activities accomplished as well as the financial status for the current reporting period. The report shall contain, at a minimum, the following elements:

- Contract Number
- Task Order Number
- Project Number
- Date of the Report
- Period of Performance for the report
- Generic Work Plan (as attachment)
- Specific Project Plans (as attachment, if applicable)
- Deviations from Reported Schedules
- Summary of Activities Completed
- Summary of Issues

The Contractor shall submit a Monthly Financial Status Report (as part of the Monthly Status Report). The information reported on this page shall include, at a minimum:

- Period of performance for the year in question
- Reporting period
- Total funded budget
- Amount expended in this period for each task and sub-task
- Cumulative amount expended
- Amount remaining
- Percent of budget expended

In addition to the above financial data, for site-specific charging, the Contractor shall include the following information in the Monthly Financial Status Report:

- Site Name
- Site-Specific Cost
- EPA ID Number
- Site Spill Identification (SSID) number, if applicable

The Contractor shall deliver the Monthly Status Report and Monthly Financial Status Report (via soft-copy) no later than fifteen (15) business days following the end of each month. The Reports shall serve as supporting documentation for the monthly invoice.

## **Task 2 – Enforcement Program Support**

### **Background:**

The SFD Enforcement program supports Superfund site clean-up by finding the companies or people that are responsible for the contamination at a site, and negotiating with them to either do the clean up themselves or pay a third party to do the cleanup (i.e., EPA, state, or another responsible party(s)).

The Contractor shall assist in the accomplishment of these objectives in the areas of:

1. Negotiations Management Support
2. Enforcement Data Management Support
3. Financial Assurance Support
4. Cost Recovery Support
5. Other Ad Hoc Support

### **General Needs:**

The support necessary will involve the review of technical systems and documents, data management, and policy and guidance reviews. Support may also be needed to assist in transitioning some or all of the following work to SFD staff so that the work can be completed without contractor assistance. This support would ensure that critical functions can be maintained by SFD staff in the absence of contractor assistance, due

to lack of funding or contract expiration. Support can include one-on-one training of SFD staff, shadowing opportunities where SFD staff observes contractor performance of work, development of guidance or standard operating procedures, or other similar support.

### **Specific Needs:**

#### **Negotiations Management Support**

- Provide support developing and implementing Standard Operating Procedures (SOPs), supporting materials, and tracking tools
- Provide user support and maintenance for tools and databases to assist with the management of the Negotiations Tracking process

#### **Enforcement Data Management Support**

- Coordinate and oversee the data collection, data entry, and data quality of enforcement related data in the Comprehensive Environmental Response, Compensation, and Liability Information System (CERCLIS)/Superfund Enterprise Management System (SEMS), the Integrated Compliance Information System (ICIS), the Case Tracking System (CTS), and other related databases and workflow tools
- Review and analyze Potentially Responsible Party (PRP) settlement documents to ensure all appropriate data elements are entered completely and accurately in the appropriate databases and workflow tools
- Provide support managing and implementing all national data initiatives and reporting policies, including but not limited to enforcement and compliance projections, Government Performance Reporting Act (GPRA) requirements, environmental benefits, large cases ('Big Cases'), bankruptcies, and national cases
- Coordinate and oversee the semi-annual Office of Enforcement and Compliance Assurance (OECA) enforcement data certification for the Superfund Division
- Conduct policy and guidance reviews
- Develop recommendations supporting implementation of policy and national guidance

#### **Financial Assurance Support**

- Develop SOPs and recommendations for the management of Financial Assurance documents to meet the Region 5 reporting and retention requirements
- Provide support through the implementation of the processes and recommendations
- Enforcement Compliance Status Support
- Develop SOPs supporting the compliance status review and enforcement effort.
- Conduct data entry and data quality of compliance status related data in CERCLIS/SEMS and other related databases and workflow tools
- Conduct policy and guidance reviews



- Develop recommendations supporting implementation of policy and national guidance
- Develop SOPs supporting the closeout of enforcement instruments in CERCLIS/SEMS
- Develop and maintain tools and resources to support and streamline the closeout process

#### Cost Recovery Support

- Provide support surrounding the Superfund cost recovery process and procedures such as handling Statute of Limitation (SOL) oversight, evaluating CERCLIS/SEMS data to identify SOL targets, supporting the analysis and data management of the CERCLIS cost recovery data, and other related activities supporting the Agency's cost recovery efforts
- Develop cost recovery litigation related support procedures
- Provide support in the cost recovery package preparation
- Provide user support, document scanning, and SOP documentation for the Superfund Cost Recovery Package Imaging and On-Line System (SCORPIOS) and other related cost recovery databases and workflow tools
- Provide user support, database maintenance, and SOP documentation for the Bill Tracking System (BTS) and other related tracking tools.
- 

Other Ad Hoc Enforcement Program Support as needed and requested by the EPA TOPO.

### **Task 3 -- CERCLIS/SEMS Program Support**

Contractor assistance is needed to update the EPA SFD Region 5 CERCLIS database, and its successor SEMS. These databases store data concerning SFD cleanup efforts, and require support in data management, data process management, and data reporting management. The CERCLIS/SEMS database consists of nine modules – Site Information, Site Assessment, Federal Facilities, Enforcement, Removal, Community Involvement, Remedy Selection, Project Management and Program Management – and the Contractor may have data updating responsibilities in all of these modules.

#### **Data Entry/Data Quality Control**

Assist EPA staff to ensure and enhance the accuracy, timeliness, and utility of data in CERCLIS/SEMS, ensure data quality by training users and preventing data quality problems and documenting processes. Provide support for the Region 5 CERCLIS/SEMS Administration Manual. Provide CERCLIS/SEMS orientation for new staff and other user support on ongoing basis. Assist in the migration of data, as needed, within databases.

Assist with tracking of any issues in CERCLIS/SEMS data that originate in Region 5, whether “bugs” or needed changes. The Contractor shall: categorize issues by impact on the program; report on them periodically; and notify Superfund staff when they have been corrected, deferred or resolved. Additional user support activities shall include: answering user questions by phone, e-mail or face-to-face; recommending certain user strategies on ease of use; and referring to user documentation in all formats. User support activities shall take place on an ongoing basis.

### **CERCLIS/SEMS Report Development and Maintenance**

Assist in developing reports of many kinds from data in SFD databases using ReportLink and Compass Business Objects Reporting (CBOR) (or successors). All reports shall be fully documented with copies of user specifications, source code (both electronic and on hard copy), and sample output. To the extent possible, report retrieval code shall be modular and/or reusable so that multiple reports with some variation can be readily developed later. The Contractor shall be expected to follow all applicable portions of the CERCLIS/SEMS Reports Development Guidelines and Procedures issued by EPA HQ. Maintain the current reports library in ReportLink (or successors) for all CERCLIS/SEMS reports originating in SFD Region 5. Make modifications to the report library as directed by the EPA TOPO. For reports developed by the Contractor, SFD Region 5 EPA Staff and other parties, the library will conform to National guidelines and policies.

### **Training/Transition**

Contractor support may also be needed to assist in transitioning some or all of the following work to SFD staff so that the work can be completed without contractor assistance. This support would ensure that critical functions can be maintained by SFD staff in the absence of contractor assistance, due to lack of funding or contract expiration. Support can include one-on-one training of SFD staff, shadowing opportunities where SFD staff observes contractor performance of work, development of guidance or standard operating procedures, or other similar support.

Other Ad Hoc CERCLIS/SEMS Program Support as needed and requested by the EPA TOPO.

## **Task 4 – Special Accounts Program Support**

### **Background:**

The SFD Special Accounts program is concerned with monies received through settlements with potentially responsible parties (PRPs). These site-specific accounts in the Superfund Trust Fund are then used to plan and carry out future cleanup work at the sites based on the terms of the settlement agreement.

Special accounts spending and planning is reported annually in EPA's Congressional Justification, EPA's official budget document. Region 5 Superfund Division must comply with all current HQ requirements and guidance to ensure that Special Accounts resources are being planned and utilized in the most efficient means possible. The following work activities may be needed.

### **General Needs:**

Contractor support will involve the review of technical systems and documents, data management, and policy and guidance reviews. Support may also be needed to assist in transitioning some or all of the following work to SFD staff so that the work can be completed without contractor assistance. This support will be needed to ensure that critical functions can be maintained by SFD staff in the absence of contractor assistance, due to lack of funding or contract expiration. Support can include one-on-one training of SFD staff, shadowing opportunities where SFD staff can observe contractor performance of work, development of guidance or standard operating procedures, or other similar support.

### **Specific Needs:**

#### Planning

- Ensure planning data reflects a near zero-sum unplanned balance during mid-year and end of year work planning sessions

#### Utilization

- Ensure that plans are matriculating appropriately into the utilized stage
- Conduct analysis to measure the effectiveness of those plans

#### Reclassification

- Conduct candidate analysis for reclassification of funds from special accounts
- Conduct financial, program, and legal analysis to support appropriateness determination
- Develop memos and memo templates
- Develop briefing materials

#### Closure

- Conduct candidate analysis for closure of special accounts
- Conduct financial, program, and legal analysis to support appropriateness determination
- Develop memos and memo templates
- Develop briefing materials

Other

- Provide training/ reporting /development support for the areas listed above
- Provide ad hoc research, analysis, and process design for the areas listed above
- Attend meetings at the EPA TOPO's direction
- Provide database and workflow tool development at the EPA TOPO's direction

**Task 5 – Financial Program Support****Background:**

The SFD Budget and Accounting function is concerned with priorities of the response and enforcement program components as identified through EPA's financial management systems and tracking tools. This function is involved in the processes by which EPA Headquarters' program offices issue resources to the regions to implement the Superfund program, as well as the financial vehicles (e.g., contracts, IAGs, cooperative agreements) used by SFD in the execution of its budgetary resources to accomplish programmatic goals.

**General Needs:**

Contractor support that is necessary involves the review of technical systems and documents, data management; and policy and guidance reviews. Support may also be needed to assist in transitioning some or all of the following work to SFD staff so that the work can be completed without contractor assistance. This support will be needed to ensure that critical functions can be maintained by SFD staff in the absence of contractor assistance, due to lack of funding or contract expiration. Support may include one-on-one training of SFD staff, shadowing opportunities where SFD staff observes contractor performance of work, development of guidance or standard operating procedures, or other similar support.

**Specific Needs:****Budget-related Support**

- Provide support to SFD budget/accounting support – training, process support, and data support/reporting
- Provide Program Analyst support – training, process support, and data support/reporting
- Conduct policy and guidance reviews and analysis
- Provide budget and financial support utilizing data and resources available in the Office of the Chief Financial Officer (OCFO) Compass Business Objects Reporting (CBOR), the Compass Financial Data Warehouse (FDW) and Compass Financials, including their interaction with CERCLIS and other systems
- Analyze budget trends analysis

- Provide FMFIA support, including process development and documentation
- Support and implement the de-obligation process
- Analyze and support Region 5 airline/travel carbon footprint patterns and trends

#### Fixed Account Number (FAN) Management Support

- Develop and support tools to streamline analysis
- Analyze and recommend FAN management improvements
- Provide support through the implementation of accepted recommendations

#### Budget Information Tracking Support

- Provide database updates and support as needed for budget information tracking

#### Site Specific Payroll Charging

- Provide outreach and education
- Develop training/guidance materials and best practices
- Facilitate various types of training, including group, one-on-one, or ad-hoc sessions
- Identify site charging problem areas and challenges
- Develop recommendations for improving site specific charging
- Assist with or facilitate implementation of recommendations for improving site specific charging
- Develop a streamlined approach to analyzing the data

#### Internal Controls Support

- FMFIA and other internal controls analysis, tracking, development of program review strategies and standard operating procedures, and bench-marking

#### Other Ad Hoc Budget-related Support

### **Task 06 – Program Analysis/Strategic Planning Support**

#### **Background**

Contractor assistance may be needed for in-depth business process analysis, long-term planning, and organizational assessment. This could include analyses to recommend improvements to organizational structure and business processes in support of strategic plans and priorities.

#### **General Needs:**

Assist in the development and maintenance of a Strategic Plan for the Region 5 SFD that encompasses business process analysis, policy impact analysis and internal control

analysis. The Plan establishes goals and strategies for obtaining those goals throughout the task order Period of Performance. The assessment shall evaluate the organizational processes, how those processes are administered, aligned, and integrated throughout the organization, and determine their effectiveness at obtaining organizational results.

The Contractor may be tasked to assist in the implementation of the developed Strategic Plan. This will include an assessment of the modifications necessary to the current policies, business processes and organizational structure. Additional analysis with senior management will be necessary in order to fully determine the changes needed and the most efficient implementation strategy. The Contractor may then facilitate the implementation, modification, and integration of the overall long-term organizational plan.

## **1.4 Other Information**

This section provides additional information on the requirements, period of performance, and level of effort for this proposed task order.

### ***1.4.1 On-site Contractor Support***

☒ Yes     ☐ No. The task order requires on-site contractor support.

On-site support will be needed at times in order to accomplish some tasks. However, full-time on-site support is not required so on-site work will be limited to these times.

### ***1.4.2 Government Furnished Space or Property (GFP)***

☒ Yes     ☐ No. The task order involves the provision of government space.

On-site work will be performed in work stations provided and maintained by SFD. The work stations will be located in the Region 5 SFD offices in Chicago.

☒ Yes     ☐ No. The task order involves the provision of GFP.

On-site work will require the use of EPA furnished computers as Region 5 does not allow non-EPA computers to connect to its network. EPA will provide for all maintenance and accounting for the computers provided.



### **1.4.3 Additional Progress or Financial Reporting**

☐ Yes ☒ No. The task order requires additional progress or financial reporting.

Note: The ITS-BISS contract requires that contractors provide a monthly progress report to the TOPO. Monthly reports describe progress on TO activities and funds spent. The CO can provide more information about content and format of the monthly contractor progress report if necessary.